

Memorandum

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RTD

To: All Non-Represented Employees

From: Charlene Polege, Chief People Officer



Date: September 18, 2024

Re: **2023/24 Year-end Performance Assessment Update**

First, thank you to all the non-represented employees and their managers who have completed the 2023/24 year-end assessment process. Your role in this process is crucial, and your efforts are greatly appreciated.

As of today, we are more than two weeks past the end of the August 31, 2024, deadline for the completion of the process. Approximately 12% of eligible non-represented year-end performance assessments still need to be completed. A few of these have received a Human Resources Deferral (HRD) due to extenuating circumstances that preclude completion (e.g., an employee on an approved leave of absence during the assessment period). The remaining reviews are in various stages of completion.

As previously noted, all reviews must be completed to close the 2023/24 performance cycle. Your timely completion of these assessments is essential, as the delay in completing the 2023/24 performance assessment process correspondingly delays the launch of the 2024/25 Performance Assessment Process.

Therefore, the 2023/24 year-end performance assessment cycle will close at noon on **Friday, September 27, 2024**. Please note that this deadline will not be extended. All incomplete reviews without an approved HRD will be closed and marked incomplete.

Incomplete performance assessments are deemed permanently incomplete and are not eligible for an overall performance rating. Therefore, any eligible non-represented employee who receives an incomplete on their 2023/24 performance assessment is not eligible to participate in the 2023/24 merit-based pay program; hence, that employee is not eligible to receive any merit-based pay award.

So, what does this mean for me?

- If your 2023/24 Performance Assessment is complete (you would know this because the final step in the process is the employee acknowledgement), you are not required to take any action.
- If you have completed your 2023/24 self-assessment and your review is pending action by your manager or your manager's manager, please get in touch with your manager and inquire when you can expect the completion of your review. If you do not receive a response from your manager, rest assured you can also reach out to your Human Resources Business Partner who can also assist you.
- If you are a manager and reviews under your accountability are pending Human Resources review, please contact your Human Resources Business Partner to discuss when this step will be completed.

In the interim, please email Human Resources at rtdperformance@rtd-denver.com if you have any questions.

Thank you for your participation and attention to completing the 2023/24 non-represented performance assessment process.

